United Nations ST/SGB/2000/12

Secretariat

25 September 2000

Secretary-General's bulletin

Organization of the secretariat of the Economic and Social Commission for Asia and the Pacific

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the secretariat of the Economic and Social Commission for Asia and the Pacific (ESCAP),[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2
Functions and organization

2.1 The secretariat of the Economic and Social Commission for Asia and the Pacific (ESCAP or "the Commission"):

(a) Promotes economic and social development through regional and subregional cooperation and integration;

(b) Serves as the main general economic and social development forum within the United Nations system for the ESCAP region;

(c) Formulates and promotes development assistance activities and projects commensurate with the needs and priorities of the region and acts as an executing agency for relevant operational projects;

(d) Provides substantive and secretariat services and documentation for the Commission and its subsidiary bodies;

(e) Carries out studies, research and other activities within the terms of reference of the Commission;

(f) Provides advisory services to Governments at their request;

(g) Develops and executes programmes of technical cooperation;

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(h) Coordinates ESCAP activities with those of the major departments/offices of the United Nations at Headquarters and specialized agencies and intergovernmental organizations.

2.2 The secretariat of ESCAP is divided into organizational units, as described in the present bulletin.

2.3 The secretariat of ESCAP is headed, at the level of Under-Secretary-General, by the Executive Secretary. The Executive Secretary and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3
Executive Secretary

3.1 The Executive Secretary is accountable to the Secretary-General.

3.2 The Executive Secretary is responsible for all the activities of ESCAP and its administration and for ensuring that the regional commission plays a major role in the development of the region and promotes the adoption of an appropriate strategy for the fulfilment of that role; discusses substantive issues and concerns of the Commission with member and associate member States, departments/offices of the United Nations Secretariat, specialized agencies, intergovernmental and non-governmental organizations and other bodies, as appropriate; and assists, advises and keeps the Secretary-General informed on matters concerning the Commission, and carries out any special tasks that may be assigned to him or her by the Secretary-General.

Section 4
Office of the Executive Secretary

4.1 The Office of the Executive Secretary is headed by the Special Assistant to the Executive Secretary, who also serves as the Secretary of the Commission and an economic affairs officer.

4.2 The core functions of the Office are as follows:

(a) Advising the Executive Secretary on specific questions of policy and management;

(b) Acting as a focal point for external relations;

(c) Dealing with questions of ESCAP representation at meetings convened by other bodies;

(d) Providing support to the programme of work, in particular on issues of a "cross-cutting" nature;

(e) Providing support services to the Commission and the Economic and Social Council;

(f) Assisting the Executive Secretary in his or her discussions on substantive issues and concerns of the Commission with members and associate members, departments, offices of the United Nations Secretariat, specialized agencies,

intergovernmental and non-governmental organizations and other bodies, as appropriate;

(g) Ensuring the implementation of resolutions/decisions of the Commission, the Economic and Social Council and the Executive Committee on Economic and Social Affairs.

Section 5
Deputy Executive Secretary

5.1 The Deputy Executive Secretary is accountable to the Executive Secretary.

5.2 The Deputy Executive Secretary is responsible for:

(a) Advising the Executive Secretary on all substantive and administrative matters concerning the secretariat and its work in the region;

(b) Assisting the Executive Secretary in the overall programme oversight, planning, coordination, direction and management of ESCAP activities to promote economic and social development and technical cooperation within the region.

Section 6
United Nations Information Services

6.1 The United Nations Information Services (UNIS) are headed by a Chief who is accountable to the Executive Secretary.

6.2 UNIS has the dual role of providing information services for ESCAP and acting as the United Nations Information Centre for Cambodia, the Hong Kong Special Administrative Region of China, the Lao People's Democratic Republic, Malaysia, Singapore, Thailand and Viet Nam.

6.3 The core functions of UNIS are disseminating information on the work of the United Nations and ESCAP throughout the region and implementing public information programmes, which include production and dissemination of press releases, publications and audio/visual materials, as well as the organization of special events and exhibitions.

Section 7
Development Research and Policy Analysis Division

7.1 The Development Research and Policy Analysis Division is headed by a Chief who is accountable to the Executive Secretary.

7.2 The core functions of the Division are as follows:

(a) Undertaking analytical studies and policy-oriented research on issues related to the region's socio-economic progress with a special focus on macroeconomic issues;

(b) Preparing the annual *Economic and Social Survey of Asia and the Pacific* and publishing biannually the *Asia-Pacific Development Journal* and publishing annually a monograph entitled *Development Papers* with each issue focusing on a specific topic;

(c) Identifying emerging challenges to economic governance in such areas as macroeconomic and financial sector stability; sustainable development; poverty

alleviation; and social equity and examining policy options and institutional frameworks to deal with such challenges;

(d) Undertaking follow-up activities concerning implementation of the International Development Strategy and other relevant global and regional declarations and programmes of action and providing advice and assistance to member States;

(e) Providing substantive servicing to the Commission, its Committees, the Special Body on Least Developed and Land-locked Developing Countries and the Special Body on Pacific Island Developing Countries;

(f) Acting as a focal point in ESCAP for the provision of assistance to the least developed, land-locked and Pacific island developing countries;

(g) Providing technical assistance and advisory services on request to member countries and organizing training courses, workshops and seminars on its areas of substantive focus.

Section 8
ESCAP Pacific Operations Centre in Vanuatu

8.1 The ESCAP Pacific Operations Centre (ESCAP/POC) is headed by a Head who is accountable to the Executive Secretary.

8.2 The core functions of ESCAP/POC are as follows:

(a) Providing substantive and secretariat services to the Commission and the Special Body on Pacific Island Developing Countries;

(b) Maintaining liaison with the Pacific island developing countries and ensuring their active participation in ESCAP activities;

(c) Providing advice to the Executive Secretary on Pacific dimensions of programmes and projects and assisting in organizing training courses, workshops and seminars in the Pacific subregion;

(d) Providing advisory services to Pacific Governments at their request.

Section 9
International Trade and Industry Division

9.1 The International Trade and Industry Division is headed by a Chief who is accountable to the Executive Secretary.

9.2 The core functions of the Division are as follows:

(a) Servicing the Commission, Committee on Regional Economic Cooperation and its Steering Group and other related intergovernmental bodies;

(b) Undertaking research and analytical studies with a view to assisting developing countries in the expansion of their intraregional trade and investment inflows, as well as in their industrial and technological development;

(c) Assisting developing countries in enhancing their capacities to respond effectively to challenges and opportunities emerging from regional and global developments and multilateral trade negotiations;

(d) Promoting economic cooperation, including inter-subregional cooperation through technical cooperation, with emphasis on integration of the disadvantaged countries, that is, least developed countries, island developing countries and economies in transition into the mainstream, in areas such as investment and technology flows, trade promotion and facilitation measures, strengthening of institutional cooperative arrangements and network development;

(e) Assisting in the strengthening of national capabilities in the collection and dissemination of relevant information in areas of trade and investment opportunities, industry and technology availability and uses, as well as organizing trade fairs and exhibitions;

(f) Organizing expert group meetings, intergovernmental meetings, workshops, seminars and training programmes on critical issues, such as skills development, small and medium-sized enterprise development, especially export-oriented, private sector development, privatization, investment promotion and adoption of new and emerging technologies;

(g) Issuing periodic publications, especially covering recent events and issues affecting development in areas such as trade, industry and technology;

(h) Providing substantive backstopping to the Asian and Pacific Centre for Transfer of Technology (APCTT), and the Regional Network for Agricultural Machinery (RNAM);

(i) Representing ESCAP in the Administrative Committee on Coordination (ACC) Task Force on Science and Technology for Development;

(j) Maintaining close cooperation with relevant United Nations and other international organizations, especially the United Nations Conference on Trade and Development (UNCTAD), the United Nations Industrial Development Organization (UNIDO), the International Trade Centre UNCTAD/WTO (ITC), the World Trade Organization (WTO) and the United Nations Development Programme (UNDP); maintaining cooperation and coordination among United Nations bodies/agencies within the framework of the regional coordination meeting, as appropriate.

Section 10
Environment and Natural Resources Development Division

10.1 The Environment and Natural Resources Development Division is headed by a Chief who is accountable to the Executive Secretary.

10.2 The core functions of the Division are as follows:

(a) Servicing the Commission, Committee on Environment and Natural Resources Development and other related intergovernmental bodies;

(b) Assessing regional environmental problems and assisting members and associate members in integrating environmental considerations into their development policies and programmes;

(c) Assisting members and associate members in the implementation of international environmental conventions and recommendations of the global conferences, and promoting regional and subregional cooperation in the field of environment and sustainable development;

(d) Analysing regional energy issues and assisting in the formulation and implementation of strategies for sustainable development, rational utilization and management of energy resources;

(e) Assessing mineral resources, assisting in the formulation of policies for sustainable mineral resources development, and promoting the integration of geological data into planning processes;

(f) Assisting in the formulation and implementation of policies for assessment, protection, sustainable development and integrated management of water resources, and in the prevention and mitigation of water-related disasters;

(g) Promoting applications of space technologies to address environmental monitoring, natural resources management, mitigation of natural disasters and sustainable development planning;

(h) Providing technical assistance in the above-mentioned fields through advisory services, training workshops, and seminars;

(i) Acting as regional focal point in the area of environment and natural resources development, maintaining cooperation and coordination among United Nations bodies/agencies within the framework of the regional cooperation meeting, as appropriate, and contributing regional inputs to the Commission on Sustainable Development and other intergovernmental bodies when required.

Section 11
Social Development Division

11.1 The Social Development Division is headed by a Chief who is accountable to the Executive Secretary.

11.2 The core functions of the Division are as follows:

(a) Providing substantive and secretariat services to the Commission and the Committee on Socio-economic Measures to Alleviate Poverty in Rural and Urban Areas and other related intergovernmental forums;

(b) Conducting studies on the regional social situation and trends in the context of national, regional and global developments, and assisting member States to address critical social development issues in the Asian and Pacific region, including those related to social policies and integration of disadvantaged groups, human resources development and women in development;

(c) Providing advisory services to strengthen social development policies, plans and programmes, in areas such as poverty alleviation, integration of disadvantaged groups, human resources development and women in development;

(d) Promoting regional cooperation and providing technical assistance to enhance national capabilities in social policy and programme development for poverty alleviation and enhancing the quality of life of all social groups, including families and communities, and alleviation of social problems relating to such concerns as juvenile delinquency, drug demand and human immunodeficiency virus/acquired immunodeficiency syndrome infection;

(e) Strengthening national capacity and promoting intercountry and multisectoral cooperation in formulating and implementing policies and programmes

to enhance the well-being and the participation of disadvantaged and vulnerable social groups, including persons with disabilities and older persons, in mainstream development processes;

(f) Promoting regional cooperation and strengthening national capacity to plan and implement human resources development policies and programmes, particularly focusing on intersectoral aspects of education and skills development, health promotion and employment creation, for the poor, youth and marginalized social groups;

(g) Strengthening regional cooperation and national capabilities to promote policies and programmes for increased gender equality by promoting the empowerment of women, protecting and promoting women's rights and mainstreaming gender concerns into the development process;

(h) Collecting, analysing and disseminating information and other data on social development issues and programmes in the ESCAP region, including those related to social policies and integration of disadvantaged groups, human resources development and women in development, through the preparation of newsletters and other publications;

(i) Coordinating with other United Nations bodies and specialized agencies as well as regional intergovernmental bodies and non-governmental organizations in the field of social development, including those related to social policies and integration of disadvantaged groups, human resources development and women in development; and maintaining cooperation and coordination in the region among the above-mentioned entities within the framework of the regional coordination meeting, as appropriate.

Section 12
Population and Rural and Urban Development Division

12.1 The Population and Rural and Urban Development Division is headed by a Chief who is accountable to the Executive Secretary.

12.2 The core functions of the Division are as follows:

(a) Servicing the Committee on Socio-economic Measures to Alleviate Poverty in Rural and Urban Areas and its related forums;

(b) Conducting research and analysis to improve the understanding of the interrelationships between population and rural and urban development, with special emphasis on the poor, population and reproductive health dynamics, gender issues, migration, employment and income and the environment;

(c) Strengthening the technical, managerial and organizational capacity of Governments to formulate integrated population, rural and urban development policies and programmes to alleviate poverty and improve the quality of life, taking into account, among others, the regional implementation of the Programme of Action of the International Conference on Population and Development, held in 1994, and the Bali Declaration on Population and Sustainable Development;

(d) Strengthening the capacity of Governments and regional and international associations of local authorities, non-governmental organizations, the private sector, academic institutions and other regional or subregional groupings to

develop regional human settlement plans of action addressing priority issues specific to the Asian and Pacific region as a follow-up to the second United Nations Conference on Human Settlements (Habitat II);

(e) Increasing and strengthening civil society partnerships with broad participation, by promoting participatory approaches at the local, community and higher levels in dealing with population issues and rural and urban development;

(f) Promoting policies and programmes to enhance agricultural growth and rural development, particularly through the usage of economically and environmentally suitable technologies;

(g) Collecting, collating, managing and disseminating appropriate data and information on population and rural and urban development;

(h) Providing substantive backstopping to the ESCAP Regional Coordination Centre for Research and Development of Coarse Grains, Pulses, Roots and Tuber Crops in the Humid Tropics of Asia and the Pacific (CGPRT Centre), Bogor, Indonesia.

Section 13
Transport, Communications, Tourism and Infrastructure Development Division

13.1 The Transport, Communications, Tourism and Infrastructure Development Division is headed by a Chief who is accountable to the Executive Secretary.

13.2 The core functions of the Division are as follows:

(a) Providing substantive and secretariat services to the Commission and the Committee on Transport, Communications, Tourism and Infrastructure Development;

(b) Collecting, analysing and disseminating data, and undertaking policy-oriented research and analytical studies on emerging issues in transport, communications, tourism and other infrastructure issues;

(c) Advising countries on the policy formulation and planning process, and undertaking economic impact assessments to more efficiently develop and provide infrastructure and tourism facilities and services;

(d) Promoting the development, expansion, formalization and operational efficiency of intraregional and interregional transport networks, including the Asian Highway and Trans-Asian Railway routes/networks, and improving transport facilitation, border-crossing and transit measures for efficient international land and land-cum-sea transport;

(e) Stimulating the development of multimodal transport, the freight-forwarding industry and the development of shippers' cooperation at the national, subregional and regional levels;

(f) Promoting comprehensive, integrated and participatory approaches to transport development, to achieve objectives of sustainable development, environment protection, mobility and access;

(g) Promoting the adoption of commercially oriented principles and practices in the development of infrastructure facilities and services, including private sector participation;

(h) Promoting the safe transport of passengers and goods, including dangerous goods, and minimizing the impact of transport, communications, tourism and infrastructure development on the environment;

(i) Strengthening national and regional capabilities in tourism development by assisting in policy formulation and planning; human resources development, including networks of Asia-Pacific education and training institutes; and promoting facilitation of travel and tourism within the region, as well as along the Asian Highway, Trans-Asian Railway and international waterways;

(j) Promoting regional, subregional and inter-agency cooperation, and maintaining liaison with relevant United Nations bodies, specialized agencies, intergovernmental organizations, international financing institutions, concerned private sector organizations and non-governmental organizations; maintaining cooperation and coordination among United Nations bodies/agencies within the framework of the regional coordination meeting, as appropriate.

Section 14
Statistics Division

14.1 The Statistics Division is headed by a Chief who is accountable to the Executive Secretary.

14.2 The core functions of the Division are as follows:

(a) Providing substantive and technical services to the Commission, its subsidiary bodies and the secretariat on issues relevant to statistical information, statistical development and public sector computerization;

(b) Servicing the ESCAP Committee on Statistics, coordinating through the Committee international statistical work in the region, and facilitating the representation of regional interests in the United Nations Statistical Commission and other bodies;

(c) Providing advisory services and other technical assistance on request, organizing technical seminars and workshops, collaborating with and supporting the Statistical Institute for Asia and the Pacific (SIAP) in statistical training activities, and promoting the formulation, adoption, adaptation and implementation of international and regional statistical standards;

(d) Collaborating with the United Nations Statistics Division and other international organizations in research on statistical methods and problems, and preparing and disseminating methodological publications in various fields of statistics;

(e) Collecting, evaluating and compiling internationally comparable regional and country-specific statistical data on various subjects and disseminating them through publications and electronic means, including the Internet;

(f) Developing and managing the ESCAP Statistical Information System, promoting coordination of statistical databases and maintaining an inventory of all databases within the ESCAP secretariat;

(g) Promoting the use of modern information technology in the public sector, providing assistance in public-sector computerization activities, and disseminating related information.

Section 15
Programme Management Division

15.1 The Programme Management Division is headed by a Chief who is accountable to the Executive Secretary.

15.2 The core functions of the Division are as follows:

(a) Coordinating the planning, programming and implementation of the work programme of the Commission and the formulation of the medium-term plan and the programme budget;

(b) Assisting and advising the Executive Secretary on establishing coherent policy and strategic guidelines on programme planning and operational activities;

(c) Monitoring and evaluating the implementation of the ESCAP programme of work, including its technical cooperation activities and regional advisory services;

(d) Coordinating the planning and programming of technical cooperation activities, including support for project development and implementation, mobilizing extrabudgetary resources and managing the technical cooperation among developing countries (TCDC) programme;

(e) Organizing and servicing the meetings of the Advisory Committee of Permanent Representatives and Other Representatives Designated by Members of the Commission;

(f) Assisting the Secretary of the Commission in coordinating the substantive preparation and organization of the annual sessions of the Commission;

(g) Assisting the Office of Executive Secretary in the substantive preparation and organization of the regional coordination meeting, aimed at strengthening inter-agency cooperation.

Section 16
Division of Administrative Services

16.1 The Division of Administrative Services is headed by a Chief who is accountable to the Executive Secretary.[2]

16.2 The core functions of the Division are as follows:

(a) Providing administrative direction and all appropriate support services (including human resources management, medical, financial, conference and general services, editorial, language, library and electronic services);

(b) Advising the Executive Secretary on all administrative, management, security and organizational matters;

(c) Conducting staff/management relations;

(d) Providing Integrated Management Information System coordination;

(e) Administering the implementation of the Headquarters Agreement signed between the United Nations and the host Government;

(f) Managing and maintaining the United Nations Conference Centre at Bangkok;

(g) Maintaining United Nations property and providing common service arrangements and management for ESCAP and other United Nations offices and agencies occupying the Commission's headquarters in Bangkok.

Section 17
Final provisions

17.1 The present bulletin shall enter into force on 1 October 2000.

17.2 The Secretary-General's bulletin of 19 October 1995, entitled "Functions and organization of the secretariat of the Economic and Social Commission for Asia and the Pacific" (ST/SGB/Organization, Section: ESCAP), is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

Notes

[1] The predecessor of ESCAP, the Economic Commission for Asia and the Far East (ECAFE), was established by Economic and Social Council resolution 37 (IV) of 28 March 1947. The Commission was redesignated the Economic and Social Commission for Asia and the Pacific in accordance with Economic and Social Council resolution 1895 (LVII) of 1 August 1974.

[2] The Director of the Division, like other directors of administration and executive officers, is accountable first and foremost to the head of the department, as a partner in administration for programme implementation. Directors of administration and executive/administrative officers are also accountable to the central administration for the appropriate utilization of resources, both human and financial.

United Nations ST/SGB/2000/13

Secretariat

22 September 2000

Secretary-General's bulletin

Organization of the United Nations Office at Nairobi

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the United Nations Office at Nairobi,[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletins ST/SGB/1997/5, ST/SGB/1999/21, entitled "Organization of the secretariat of the United Nations Environment Programme" and ST/SGB/1999/22, entitled "Organization of the United Nations Centre for Human Settlements (Habitat)".

Section 2
Functions and organization

2.1 The United Nations Office at Nairobi serves as the representative office of the Secretary-General in Nairobi and performs representation and liaison functions with permanent missions, the host Government and other Governments and intergovernmental and non-governmental organizations in Nairobi; manages and implements the programmes on administration and conference services; provides administrative and other support services to the United Nations Environment Programme (UNEP) and the United Nations Centre for Human Settlements (Habitat); administers joint and common services for other offices of the United Nations system located in Nairobi; and manages the United Nations facilities in Nairobi.

2.2 The Office is divided into organizational units as described in the present bulletin.

2.3 The Office is headed by a Director-General, at the Under-Secretary-General level, who also serves as the Executive Director of UNEP. The Director-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

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(b) Consulting with major users of conference resources in Nairobi and other duty stations as to their most effective utilization;

(c) Advising and assisting the authorities of host countries in preparing conferences and meetings serviced by the Division;

(d) Ensuring that information technology is realized to its maximum potential in the Division.

Section 8
Final provisions

8.1 The present bulletin shall enter into force on 1 October 2000.

8.2 Secretary-General's bulletin ST/SGB/1999/20 is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

Notes

[1] The United Nations Office at Nairobi was established on 1 January 1996 as the successor to the two separate divisions of administration of the United Nations Environment Programme and the United Nations Centre for Human Settlements (Habitat), as well as the United Nations Common Services Unit at Nairobi.

[2] The Director of the Division of Administration, like other directors of administration and executive officers, is accountable first and foremost to the head of the department as a partner in administration for programme implementation. Directors of administration and executive/administrative officers are also accountable to the central administration for the appropriate utilization of resources, both human and financial.

United Nations ST/SGB/2000/14

Secretariat

23 October 2000

Secretary-General's bulletin

Accountability Panel

The Secretary-General, for the purposes of strengthening accountability in the Secretariat and to advise the Secretary-General on matters thereon, promulgates the following:

Section 1
Establishment and purpose of the Accountability Panel

The Accountability Panel is established to ensure that the Secretariat addresses the findings of its oversight review bodies from a systemic perspective, and to reinforce existing accountability mechanisms.

Section 2
Functions

2.1 The Panel shall perform the following functions:

(a) Review the analysis of significant management issues, together with recommendations, to be prepared annually by the Department of Management based on the reports of the oversight bodies (including the Office of Internal Oversight Services, the Board of Auditors and the Joint Inspection Unit);

(b) Identify actions required to remedy accountability issues raised; and

(c) Identify actions required to remedy systemic management weaknesses, irregularities and any other matters which may have a major impact on management issues.

2.2 Based on its findings, the Accountability Panel may recommend appropriate remedies. Recommendations shall be communicated to the Secretary-General and the programme manager concerned. The Panel shall monitor implementation of any decision taken by the Secretary-General, or agreement made between the Secretary-General and the programme manager concerned.

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Section 3
Composition

The Accountability Panel shall consist of a chairperson, who shall be the Deputy Secretary-General, and four members at the Under-Secretary-General level, who shall be appointed by the Secretary-General. The members shall be appointed for a two-year period. The initial appointment of two of these members shall be for one year only.

Section 4
Final provision

The present bulletin shall enter into force on 1 November 2000.

(*Signed*) Kofi A. **Annan**
Secretary-General